



VALDEZ SEAFOOD FESTIVAL
Vendor Booth Registration Form

Brought to you by the City of Valdez, Economic Development Dept.

SUNDAY AUGUST 25TH, 2019

EVENT LOCATION: COMMUNITY EVENTS AREA, KELSEY DOCK PLAZA

REGISTRATION IS FREE, SPACES ARE LIMITED.
FIRST COME FIRST SERVE BASIS.



Registration deadline is AUGUST 1ST, 2019. Email completed forms to LRegan@ValdezAK.gov, or deliver to City Hall Front Desk.

BUSINESS NAME OF BOOTH
(for advertising purposes)

TYPE OF BOOTH
(please tick one)

STANDARD:

FOOD TRUCK/VAN:

OTHER:

CONTACT NAME

CONTACT PHONE

CONTACT EMAIL
(will be stored for future notices)

☐

ELECTRICAL OUTLET NEEDED (tick box)
TYPE OF ELECTRICITY: _____

Please submit an advertising message about the type of activity, craft or food vending that will be taking place at your booth below. Please summarize, as this information will be used for marketing & advertising purposes. Example: "Stop by Jan Does' Booth for tasty hot chocolate, and cookies! Half-price sale now on! Don't miss out!"

IMPORTANT INFORMATION FOR ALL VENDORS:

1. Food Vendors are required to comply with Alaska Dept. of Environmental Conservation (ADEC) prior to the Event. Proof of **APPROVED** food permit **MUST BE** supplied with your Vendor Registration submission.
2. Vendors must supply their own chairs, tables, and other amenities. Electrical outlets will be available on a first come first serve basis. Vendors to bring their own leads, accessories, etc. A Vendor Booth area of 10' x10' will be allocated to each registered Vendor. Food Trucks/Vans will be allocated adjacent to Vendor area. (Refer to Image within this kit)
3. The Vendor Booth & Food Truck/Van Areas will be sign posted. Booth setup **MUST** be completed by 11am Sunday. **You may set up earlier** as the Breakfast Cook Off starts at 9am.
4. **NO VEHICLES** will be allowed inside the Vendor area at any time, with the exception for Vendor offloading only. Please remove vehicles immediately after offloading - **for the safety of everyone**. The City of Valdez will take no responsibility for Vendors who are late and restricted access to the Vendor areas.

Need assistance? Or more information? Contact Events & Marketing Coordinator Laurine Regan. Email: LRegan@ValdezAK.gov Or Phone: (907) 313-0094 during office hours (Monday - Friday 8:30am~5:00pm)

VENDOR LAYOUT MAP

WOODEN KELSEY DOCK

Fence line

Fence line – LINE BOOTHS ALONG HERE between plaza building and UP AGAINST fence line.

LINE BOOTHS ALONG HERE

LINE BOOTHS ALONG HERE

KELSEY PLAZA BUILDING

NO BOOTHS IN THE UNDER COVER AREA, THIS IS FOR
PUBLIC USE ONLY. ALL BOOTHS MUST BE OUTSIDE.

LINE BOOTHS ALONG HERE

**FOOD TRUCKS AND
VANS ONLY HERE.**
LINE UP **ON THE
ROAD. PARK IN A
LINE DO NOT PARK
PAST THIS AREA**

FERRY TERMINAL

NO BOOTHS ON THE ROAD WAY HERE. THIS MUST BE LEFT CLEAR FOR PEDESTRIAN TRAFFIC. NO VEHICLE ZONE AS WELL.

THIS IS A PARKING LOT AREA HERE.



Application for Temporary Food Service Permit

Alaska Department of Environmental Conservation Division of Environmental Health Food Safety & Sanitation Program



PURPOSE (check one)		<input type="checkbox"/> 1 Day Event	<input type="checkbox"/> 2-3 Day Event	<input type="checkbox"/> 4-7 Day Event	<input type="checkbox"/> 8-28 Day Event
<input type="checkbox"/> Check if this event occurs multiple times in a year. If so, please list dates:					
FEE (check one)		<input type="checkbox"/> \$35.00 for 1 Day Event ¹	<input type="checkbox"/> \$65.00 for 2-3 Day Event ¹	<input type="checkbox"/> \$90.00 for 4-7 Day Event ¹	<input type="checkbox"/> \$120.00 for 8-28 Day Event ²
<input type="checkbox"/> Non-Profit/Fee Exempt Attach a copy of the letter from the IRS stating your status as 501(c) (3). ³ <input type="checkbox"/> School Fundraiser/Fee Exempt					
<small>¹If the application is submitted fewer than 7 days before the event the fee is doubled. ²If the application is submitted fewer than 15 days before the event the fee is doubled. ³ Fee Exempt Organizations late fees equivalent to the original fee will be applied to applications that are not received in time periods noted in 1 & 2.</small>					
Booth or Organization Name		Responsible Person		Telephone	
Mailing Address		City		State	Zip
Email Address				Fax	
Name of Event and Location				Dates of Event	

- Before completing this application, read the [Temporary Food Service Checklist](#). Have you read this material? ☐ Yes ☐ No
- Will all foods be prepared at the temporary food service booth?
☐ Yes: Fill out Section A
☐ No: Attach a copy of the signed agreement for use of an approved kitchen, listing dates, times, preparation and the storage of food items *and* fill out Sections A & B.
- WHAT IS ON YOUR MENU? (attach a separate piece of paper if necessary): _____
- LIST ITEMS ON YOUR MENU and for each item check which preparation procedure will occur. If your food preparation procedures cannot fit these charts, list all of the steps in preparing each menu item on an attached sheet.

SECTION A - At the booth							
FOOD	THAW	CUT/ASSEMBLE	COOK	COOL	COLD HOLDING	REHEAT	HOT HOLDING
1.							
2.							
3.							
4.							
5.							

SECTION B - At the approved kitchen							
FOOD	THAW	CUT/ASSEMBLE	COOK	COOL	COLD HOLDING	REHEAT	HOT HOLDING
1.							
2.							
3.							
4.							
5.							

- On the back of this page, draw a sketch of the booth.
- Source(s) for meat, poultry & seafood: _____
Source of and storage of water: ☐ city ☐ other _____
Storage and disposal of wastewater: ☐ city sewer ☐ other _____
Storage and disposal of garbage: ☐ dumpster ☐ other _____
- An event that lasts 4 days or longer the operator is required to either have an [Alaska Food Worker Card](#) or be a [Certified Food Protection Manager](#). Does the operator meet this requirement? ☐ Yes ☐ No ☐ N/A If yes, please attach a copy of the Food Worker Card or CFPM Certificate

I certify that I am familiar with 18 AAC 31 , the Alaska Food Code, and the above described establishment will be operated and maintained in accordance with the regulations.	
Applicant's Signature	Date:
FOR OFFICE USE ONLY	
Payment Method: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash Payment Amount: _____	Date Rec'd: _____
Initials: _____ Permit #: _____	Comments: _____



Checklist for Setting up a Temporary Food Service

A completed application must be submitted at least seven days prior to the event for events lasting 1-7 days, and more than 15 days for events lasting eight or more days. Food must come from an approved source – if another facility is being used to prepare food for your event please describe on this application.

Foodborne Illness Risk Factors

- | | | |
|---|------------------|--|
| 1 | Training | If the event lasts for four days or more, the operator must have received approved training, hold an Alaska Food Worker Card, or be a Certified Food Protection Manager. |
| 2 | Handwashing | Provide a two-gallon or larger insulated container with warm water and a constant flow (not push button) spigot, a catch basin, soap, and dispensed paper towels. See instructions for setting up this station. |
| 3 | Health | Assure that no one working in the booth is experiencing symptoms of vomiting, diarrhea, sore throat with fever, or jaundice. Make sure that no one handling food or utensils has open cuts or sores that cannot be covered with a band-aid <u>and</u> gloves. |
| 4 | Hygiene | Make sure all workers know when and how to wash their hands. Assure that all workers have clean outer garments and hair restraints. |
| 5 | Approved Source | Water Supply - An adequate supply of potable water must be on site and obtained from an approved source. <ul style="list-style-type: none">• Water storage at the booth must be in an approved storage container(s).• Ice used as an ingredient must be from an approved source. Food Supply - Food must come from an approved source (licensed and inspected facility). |
| 6 | Food Preparation | Utensils such as tongs, tissues, ladles or gloves must be used. No bare hand contact with ready to eat foods such as garnishes, vegetables, bread, pastries or other items that do not have a cook step prior to service.
Cooking and serving areas must be protected from contamination. Barbecue areas must be roped off or otherwise segregated from the public. |
| 7 | Cold/Hot Storage | Provide refrigeration units to keep potentially hazardous foods at 41 °F or lower. An insulated container with blue ice or drained ice may be approved for storage of less hazardous foods or for shorter events.

Hot food storage units must be used to keep potentially hazardous foods at 135° or higher. Hot foods must be discarded at the end of the day – items may not be cooled and reheated for use the following day without prior approval. |
| 8 | Cooking | Make sure food is cooked to safe temperatures:
Meat, Seafood and Eggs 145°F
Ground Meat 155°F
Poultry and Stuffed Meats 165° |
| 9 | Dishwashing | A minimum of three basins, large enough for complete immersion of utensils, and a means to heat water are required to wash, rinse, and sanitize utensils. Utensils used continuously must be washed, rinsed and sanitized every four hours.
<u>Wash utensils in hot soapy water; rinse in clear warm water; sanitize for</u> |

thirty seconds in bleach water (1 tsp bleach to 1 gallon of water), or approved sanitizer; and air dry.

For short events have plenty of extra utensils available.

- | | | |
|----|-----------|---|
| 10 | Sanitizer | Bleach (unscented) or another approved sanitizer must be provided for dishwashing sanitization and storage of wiping cloths in lukewarm water. Sanitizers should be checked with test strips. |
|----|-----------|---|

Basic Sanitation

- | | | |
|----|--------------------------------|--|
| 11 | Counters & Shelving | All food preparation surfaces must be smooth, easily cleanable, durable, and free from seams and difficult to clean areas. All other surfaces must be finished so they are cleanable. |
| 12 | Dry/Wet Storage & Food Display | <p>Store all food, equipment, utensils and single-service items off the floor/ground on pallets or shelving to protect against contamination.</p> <p>Wet storage of canned or bottled, non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of chlorine and the water is changed frequently.</p> <p>All food and single service items must be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.</p> |
| 13 | Wiping Cloths | Wiping cloths must be rinsed frequently and stored in a clean 100 ppm chlorine solution. Sanitizer bucket: 1 tsp of bleach to one of gallon of water. Spray Bottle: 1/4tsp of bleach to 1 quart of water. Do not use hot water with bleach- it makes it evaporate quickly! |
| 14 | Floors, Walls, and Ceilings | <p>For events lasting 4-21 days, floors must be constructed of tight wood, asphalt or other cleanable material. Floors must be finished so they are cleanable.</p> <p>Walls and ceilings are constructed to protect from the elements and to restrict access, are cleanable, and are kept clean.</p> |
| 15 | Thermometers | Refrigerator units need a thermometer to accurately measure the air temperature inside. A metal stem thermometer must be provided to check the internal temperatures of both hot and cold food (0-220°F). Thermometers must be calibrated. |
| 16 | Restrooms | An adequate number of approved toilet and handwashing facilities must be provided at events lasting longer than two hours. These facilities must be accessible for employee use. |
| 17 | Wastewater & Garbage | <p>Wastewater must be disposed in an approved wastewater disposal system. Wastewater containers must be covered and labeled "For Wastewater Only."</p> <p>An adequate number of cleanable containers must be provided inside and outside the booth. Garbage stored outside needs to be covered and stored to prevent the attraction of pests.</p> |

ADEC OFFICE LOCATION

Wasilla

1700 E. Bogard Rd, Bldg. B, Ste 103
Wasilla, AK 99654

PHONE: 907-376-1850

FAX: 907-376-2382

EMAIL: breanna.bullock@alaska.gov